



West Valley City
Neighborhood Services Office
Mission Statement:

The West Valley City
Neighborhood Services Office
strives to preserve, improve
and revitalize neighborhoods
by helping residents access
City services. An emphasis
is placed on partnerships
between residents, business
owners, elected officials
and City employees to build
and preserve clean, safe
neighborhoods that reflect
the diversity of the City's
population.



CPTED

Crime Prevention Through Environmental Design

CPTED is a crime prevention philosophy based on the theory that proper design and effective use of the built (created) environment can lead to a reduction in the fear and incidence of crime, as well as an improvement in the quality of life. It is critical to understand that we live and function virtually entirely in a built environment. We are all affected by the built environment, whether we recognize it or not. The good thing is we have the ability, and hopefully the opportunity, to impact that effect through understanding and use of the principles of CPTED.

NATURAL SURVEILLANCE

Most criminals do not want to be observed while committing crimes. We need to create environments where there is plenty of opportunity for people engaged in their normal behavior to observe the space around them. Areas can be designed so they are more easily observed by you and others.

Some Tips:

- Place lighting in such a way that it allows people to be recognized from 25 feet away. Avoid directing the lighting so that it glares into your eyes or into the eyes of persons passing by on the sidewalk or street. Glare may prevent you or a passersby from seeing and identifying visitors to your door. Try to keep the light a white color to allow visitors to be better seen.
- Prune shrubs to no more than 36 inches high and trees up 7 feet from the ground. This allows you to maintain the shade provided by trees and the curb appeal of shrubbery, but it also provides a clear, unobstructed view. It also prevents criminals from easily hiding on your property.
- Leaving the window coverings open on at least a few front-facing windows creates the perception with people passing by that you are watching and will witness any crime that occurs there.
- Consider removing fences or walls that obstruct your view of the street. If you can't see out, then these areas may also provide a good place for a criminal to hide near your house, lay in wait for you, or conceal their efforts to break into your home.
- The front door should be well lit and at least partially visible from the street.



ACCESS CONTROL / TARGET HARDENING

Most criminal intruders will try to find a way into an area that they will not be easily observed. Limiting access and increasing natural surveillance aids in keeping them out or marks them as intruders.

Some Tips:

 Make certain the path to your front door is clearly identifiable. It must leave no question about the proper way to approach your home. This allows potential criminals who don't approach properly to be more easily noticed.



- Make all exterior sure doors are solid-core and are secured by at least one deadbolt with a minimum 1 inch throw. Strike plates should also be secured with at least 3 inch screws. This helps to keep the door from being pried or kicked open. This is especially important with interior garage doors or other doors where the criminal is hidden from view.
- Keeping the door locks at least 40 inches from windows prevents criminals from breaking the window, reaching through the hole, and unlocking the door to get inside your home.
- All windows and sliding doors in your home should have locks to keep them from being pushed open from the outside.

TERRITORIAL REINFORCEMENT

Designing an environment that clearly delineates our private space does a couple of things. First, it creates a sense of "ownership" that fosters behavior that challenges abuse of that space. Second, a sense of "my space" creates an environment where strangers or intruders stand out and are more easily identified.

Some Tips:

- Plant grass, flowers or other shrubbery, or install short walls, fences or other delineators to clearly show the line between your property and public property such as the roadway, sidewalk or other easement. This demonstrates that you are responsible for your property, unwanted visitors are not welcome there and you may call the police if a trespass occurs.
- A clearly defined street address allows police and fire services to find you easily in an emergency. It also sends a message to people on the street that you are taking responsibility for the property and have marked it as your own.
- Particularly in the front yard area, maintaining your landscaping to provide good access and visibility with your neighbors creates the image of a close knit community. It suggests neighbors will protect each other if threatened by a criminal. This can be done by removing tall fences or bushes and replacing them with a low property line fence, adding a strip of landscape edging, planting flowers or even installing a path that connects the properties.
- Address numbers on your mailbox not only assist the mail carrier, they show that you are responsible for the box and the mail contained inside. Your mailbox should also be as close to your home as possible in order to reinforce it as being your property and your responsibility. However, do not move your mailbox from its current position without first consulting with the local postmaster.



MAINTENANCE

Maintenance serves as an additional expression of territory of ownership. Proper maintenance will prevent the reduction of visibility from landscaping overgrowth. This also includes addressing inoperative or obstructed lighting.

Keeping your home painted, clean and repaired sends the message that you are taking responsibility for your property and will call the police in the event of suspicious or criminal activity.

- The storage of vehicles in your front yard for long periods of time creates several problems. It presents a target for potential car thieves or vehicle burglars; creates places for trespassers or criminals to hide; and may also create the image that the vehicles are abandoned or uncared-for, and no responsible person is present to call police.
- Keeping outdoor lighting in good working condition allows for better natural surveillance and helps prevent criminal activity on your property.



THREE Ds OF CPTED

Use the three Ds of CPTED to begin asking yourself if there are changes that could be made to make your environment safer. These questions can be asked of your home, apartment complex, neighborhood, community park, school, shopping center, etc.

DEFINE

- How is the space defined?
- Is it clear who owns it?
- Where are its boarders?
- Are there signs?
- Is there conflict or confusion between the designated purpose and its definition?

DESIGNATE

- What is the designated purpose of the space?
- · What was it originally intended to be used for?
- · How well does the space support its current use?
- Is there conflict?

DESIGN

- How well does the physical design support the intended function?
- How well does the physical design support the definition of the desired or accepted behaviors?
- Does the physical design conflict with or impede the productive use of the space or the proper functioning of the intended activity?
- Is there confusion or conflict in the manner in which the physical design is intended to control behavior?

The following "Safety Audit Checklist" is designed for commercial or neighborhood environments. Many of the same questions can be useful in assessing a single family home.



SAFETY AUDIT CHECKLIST

1. General Impressions

What are your "gut" reactions?					
What 5 words best describe the area/place?					
2. Lighting					
What is your impression of lighting? (circle one) very poor poor satisfactory good very good					
How many lights are not working/out?					
What proportion are not working/out? (e.g. maybe only two bulbs are out, but there are only three total to star with. so two-thirds of the lights are out.)					
Are you able to identify a face 25 yards away? yes no					
Do you know where to call if lights are out? yes no					
Is outdoor lighting obscured by trees or bushes? yes no					
How well are pedestrian walkways and sidewalks lit? very poor poor satisfactory good very good					
How clearly are signs lit? very poor poor satisfactory good very good					

3.	Sig	nag	е

Is there a sign (room #, building name, address) identifying where you are? yes no
If no, are there street signs/directional signs nearby that can help you identify where you are? yes no
Are there signs that show you where you can get emergency help if needed? yes no
Are there signs that direct you to wheelchair access? yes no
Do exit doors identify where they exit to? yes no
Is there information posted describing the hours the building is legitimately open? yes no
Impression of overall signage?
What signs should be added?

What 5 words best describe the area/place?



4. Sightlines

Can you clea	arly see wh yes	nat is ahea no	ad of y	you?
If no, why no indoors: outdoors: other:	sharp cor bushes	fences		pillars
Are there pla	ces some yes	one could no	be hi	ding?
If yes, where	?			
angled trimme	make it ea parent mat d corners ed bushes es remove	erials sucl	h as g secu	,
Other commo	ents?			

5. Isolation (sight)

At any time of your audit, does the area feel isolated? ves nο How many people are likely to be around? none a few Early morning: several many During the day: a few none several many none a few In the evening: several many Late at night: none a few several many Is it easy to predict when people are around? yes no Is there a monitor or surveillance system? don't know yes no How clearly are signs lit? satisfactory good very good very poor poor 6. Isolation (hearing) How far away is the nearest person to hear a call for help? or don't know How far away is the nearest emergency service? don't know or Can you see a telephone or sign directing you to emergency assistance? don't know yes no Is the area patrolled? ves no don't know How often? every hour once a day don't know



7. Movement Predictors

How easy is it to predict a person's movements? very easy easy somewhat easy difficult

Is there an alternative well-lit and frequently traveled route?

yes no don't know

Can you tell what is at the other end of the path, tunnel or walkway?

yes no

Are there corners, alcoves or bushes where someone could hide and wait for you?

yes no don't know

8. Possible Entrapment Sites

Indoors:

Are there empty rooms that should be locked?

yes

no

don't know

Are there small, well-defined areas?

stairwells recessed doorways elevators unlocked closets other

Outdoors:

Are there small confined areas where you would be hidden from view?

between garbage bins unlocked equipment or utility shed alley or private driveway recessed doorways construction site other

9. Escape Routes

How easy would it be for an offender to disappear? very easy easy difficult

Is there more than one exit?

yes no don't know



10. Nearby Land Uses

What is the surrounding or nearby land used for?

retail/store office

restaurant industrial/factory residential natural vegetation park river or canal bank parking lot school campus

don't know other

Can you identify who owns or maintains the nearby land?

yes

no

Impressions of nearby land use?

very poor poor satisfactory good very good



11. Maintenance

Impressions very poor				good	very good
Is there litte	r or garl	bage vis			
Do you know	who to c yes	ontact to no	•	maintena	nce concerns?
From your e	1 day	withi	n a we		usually take? hin a month made
12. Fact	ors Tha	t Make	the Pl	ace Mor	e Human
Does the pl	ace feel yes	cared f			
Does the pl	ace feel yes	abondo no			
If yes, why?	·				
Is there gra	ffiti visib yes	le? no)		
Are there si	gns of v yes	andalis no			
Would othe				xtures o	r colors help

no

yes

13. Overall Design

		erall design? satisfactory	good	very good
	not fam	niliar with the p		
Does the p	•			
Is the place	too sp	read out? no		
Other com	ments?			
	1	4. Improveme	ents	
What impro the place s		ts would you	recomm	end to make



Safety Checklists

There are also safety checklists for Personal Safey, Home Safety and Apartment Safety available from the Neighborhood Services Office or online at www.wvc-ut.gov/neighborhoodwatch

PERSONAL SAFETY CHECKLIST				
Use this form as a guide as you check your home for safely measures. Boxes marked 'NO' indicate aveas where you could take action to improve your home's security. These are just some of the steps you can take to decrease the likelihood that you or your home is targeted.				
	YES NO			
When in public, I walk steady and watchfully. I communicate a sense of self confidence and purpose, head erect and alert.				
I carry few valuables with me.				
I think ahead about safe havens to escape to and obtain aid should a need arise. I know where the nearest public phones are located. I carry extra coins with me in case it is necessary to make calls. 911 calls on pay phones are fee.				
I try not to walk alone, especially at night. I realize there is strength in numbers.				
I avoid poorly lighted streets and resist shortcuts through vacant lots, alleys, tunnels, etc. If I get lost, I seek help from people in highly active and well lighted areas.				
I never ask for rides from strangers.				
I carry a whistle, battery operated alarm or other sounding device so I can signal for help.				
When walking, I avoid being stopped by individuals. I never give out personal information to strangers such as who I am, who I work for, my children's names, etc.				
When I am walking at night, I carry a long metal flash light and/or have my leashed dog with me. I allow my eyes a few minutes to adjust to the light level before I start walking.				
I always lock my car and take the key with me. I never leave a key hidden inside my car.				
I do not leave a message on my answering machine that informs people that I am out of town and my home is vacant.				
I have completed a home or apartment safety checklist.				
West VALLEY CITY Neighborhood Watch				
PSC 110111				

APARTMENT SAFETY CHECKLIST				
Use this form as a guide as you check your home for safety measures. Boxes marked "NO" indicate ar- eas where you could take action to improve your home's security. These are just some of the steps you can take to decrease the likelihood that you or your home is targeted.				
EXTERIOR DOORS AND WINDOWS	YES NO			
All doors are locked during the day (even when someone is home), at night and every time we leave the house (even if it is just for a few minutes).				
Doors are solid hardwood or metal-clad.				
Doors feature wide-angle peepholes at heights everyone can use.				
If there are glass panels in or near our doors, they are reinforced in some way so that they cannot be shattered.				
All entry ways have a working, keyed entry lock and sturdy deadbolt lock installed into the frame of the door.				
Spare keys are kept with a trusted neighbor, not under a doormat or planter, on a ledge, or in the mailbox.				
The landlord or building manager tightly controls ALL keys.				
The sliding glass door has a strong, working key lock.				
A dowel or a pin to secure a glass door has been installed to prevent the door from being shoved aside or lifted off the track.				
The sliding door is locked every night and each time we leave the apartment.				
Every window in the house has a working key lock or is securely pinned.				
Windows are always locked, even when they are opened a few inches for vertilation.				
OUTDOORS				
Shrubs and bushes are trimmed so there is no place for someone to hide.				
There are no dark areas around our building, garage, or yard at night that would hide prowlers.				
Every outside door has a bright, working light to illuminate visitors.				
Floodlights are used appropriately to ensure effective illumination.				
Gate latches, garage doors, and shed doors are all locked with high security laminated padiocks.				
WEST VALLEY CITY Neighborhood Watch				

HOME SAFETY CHECKLIST			
Use this form as a guide as you check your home for safety measures. Boxes marked 'N eas where you could take action to improve your home's securily. These are just some of can take to decrease the likelihood that you or your home is targeted.			
EXTERIOR DOORS	YES NO		
All doors are locked during the day (even when someone is home), at night and every time we leave the house (even if it is just for a few minutes).			
Doors are solid hardwood or metal-clad.			
Doors feature wide-angle peepholes at heights everyone can use.	$\sqcup \sqcup$		
If there are glass panels in or near our doors, they are reinforced in some way so that they cannot be shattered.			
All entry ways have a working, keyed entry lock and sturdy dead bolt lock installed into the frame of the door.			
Spare keys are kept with a trusted neighbor, not under a doormat or planter, on a ledge, or in the mailbox.			
GARAGE AND SLIDING DOORS			
The door leading from the attached garage to the house is solid wood or metal-clad and protected with a quality keyed door lock and deadbolt.			
The overhead garage door has a lock so that we do not rely solely on the automatic door opener to provide security.			
Garage doors are all locked when leaving the house.			
The sliding glass door has a strong, working key lock.			
A dowel or a pin to secure a glass door has been installed to prevent the door from being shoved aside or lifted off the track.			
The sliding door is locked every night and each time we leave the house.			
WINDOWS			
Every window in the house has a working key lock or is securely pinned.			
Windows are always locked, even when they are opened a few inches for ventilation.			
West VALLEY CITY Neighborhood Watch			



Promoting community pride, beautification, and improved quality of life in West Valley City.

www.wvc-ut.gov/c&b

Victim Services	(801) 963-3223
Harman Senior Recreation Center	(801) 965-5822
Neighborhood Services	(801) 963-3562
Code Enforcement	(801) 963-3289
Graffiti Hotline	(801) 963-3467
Animal Services	(801) 965-5800
Business Licensing	(801) 963-3290
Garbage Collection - Waste Management	(888) 496-8824
Streets and Snow Removal	(801) 955-3720
Street Lights and Signs	(801) 955-3720
Family Fitness Center	(801) 955-4000
City Parks	(801) 955-4000
Building Inspections	(801) 963-3283
Housing Authority	(801) 963-3320
Planning and Zoning	(801) 963-3312
Utah Cultural Celebration Center	(801) 955-5100

Tip-A-Cop Hotline (801) 963-3459
POLICE AND FIRE EMERGENCY 9 1 1
Non-Emergency Dispatch (801) 840-4000

West Valley City Hall - 3600 Constitution Boulevard - West Valley City, Utah 84119

(801) 966-3600 | www.wvc-ut.gov





FREQUENTLY ASKED QUESTIONS ABOUT NEIGHBORHOOD WATCH

Q: How big should our Neighborhood Watch area be?

A: There is no hard fast rule to answer this question. A group can be as large or as small as they choose. As a recommendation, we suggest a group should not be larger than 100 dwelling units. This allows for each block captain to have roughly 10 homes assigned to them. Again, this is simply a suggestion to help mitigate a work load that is too large to manage. Can a group be larger? Certainly. The City has successful groups as large as 500 homes and as small as 12 homes. It all depends on the dedication of the group's leadership.

Q: How much time is needed to volunteer as a chairperson?

A: There is no hard fast answer to this question either. The amount of time will depend on the size of your neighborhood organization and your level of dedication to the program. As a recommendation, it is suggested that a minimum of one hour per week is needed for the success of your group. This time may include distributing information to block captains and neighbors, communicating with Police and Neighborhood Services, planning meetings or events, creating a newsletter, making phone calls and organizing and maintaining your phone tree. Chairpersons should also plan on attending one annual training hosted by the Neighborhood Services Office. The ability to dedicate regular, small amounts of time will keep a group moving forward and hopefully prevent the need for bursts of large projects requiring large amounts of time.

Q: How much time is needed to volunteer as a block captain?

A: Once again, the time will vary depending on the level of dedication and the size of your block. For the success of the program in your neighborhood, we would once again recommend 30 minutes to one hour per week. Time should be spent communicating with the residents within your block area, distributing information, welcoming new neighbors to your area and communicating with your chairperson about what is taking place in your area. Time should also be spent assisting the chairperson with larger projects such as meeting planning and neighborhood block parties.

Q: Does Neighborhood Watch cost anything?

A: Cost should be minimal. Some groups start a donation fund to help pay for expenses such as refreshments, block parties and neighborhood watch signs. To help mitigate expenses, photocopies of newsletters, updates, etc. are available from the Neighborhood Services Office free of charge. There is no registration fee nor any charges for training offered by the City.

Q: Why does the City want me to submit a BCI check?

A: Neighborhood Watch Chairpersons frequently obtain large amounts of sensitive information about residents in their neighborhoods. Information frequently includes names, phone numbers, email addresses, work schedules, vacation schedules and more. For this reason, and in order to help maintain the integrity of the Neighborhood Watch program, leadership within the groups should have clean criminal histories.

Q: Why does the City require groups to register annually?

A: Given the large number of groups within the City and the frequency of boundary changes and leadership changes, annual registration helps the Police and Neighborhood Services Office stay in constant communication with your group. It also helps prevent overlap of groups. The registration is not meant to be busy work or demand great amounts of time. A Chairperson should not plan on taking more than 30 minutes annually to complete this requirement.



West Valley City Police Department Community Services Division 3575 South Market Street West Valley City, Utah 84119

www.wvc-ut.gov/police



West Valley City
Public Relations &
Neighborhood Services Division
3600 Constitution Boulevard
West Valley City, Utah 84119

(801) 963-3562 neighborhoods@wvc-ut.gov www.wvc-ut.gov/neighborhoods